



**SPECIAL EVENT APPLICATION FOR USE OF GENERAL PUBLIC PROPERTY
CITY MANAGER'S OFFICE**

Please complete the application for an event on public property by providing all information according to the process explained in the procedure information titled *Special Event Arrangements*.

The applicant must submit the application including all requested attachments at least 45 days in advance of the event date. Please submit to the City Manager's Office in person, by mail, by fax to 268-4519, or e-mail to dlbrown@wichita.gov (fax attachments). The City may deny any application submitted less than 45 days prior to the event or without all information requested.

EVENT TITLE: _____

Date(s)/Time of Event: _____

Date(s)/Time of Street Closures: _____

List of Streets to be closed (*Example: McLean from Maple to Douglas*):

Location of Event: _____

Event Promoter Contact Person: _____

Mailing Address: _____

E-mail Address: _____

Phone: Business _____ **Home** _____

FAX: Business _____ **Home** _____

Type of Event - circle the appropriate description of the event.

Parade

Fireworks

Fair

Dance

Walk/Run

Other (Please explain below)

Please provide requested information and make necessary arrangements with City Department for all applicable components of the event UPON submitting the application for approval. (If an area below is not applicable, please indicate with NA.)

_____ **1. Site Map**

A Site Plan/Map and Event Notice must be provided. The Site Plan/Map shall include: (1) barricade locations; (2) vendor locations; (3) portable restroom locations; (4) trash receptacle locations; and (5) streets requested for closure, labeled on the streets and listed on the map page.

_____ **2. Security Plan**

The security plan should include hiring off-duty public safety officers. Please attach a copy of the plan. The plan MUST be approved by the Police Department, Special Operations, 268-4132.

_____ **3. Traffic flow plan**

Please attach the plan for traffic or include as a part of the site map

_____ **4. Trash Receptacles**

Provider: _____
(See phone directory yellow pages for vendors.)

_____ **5. Portable Restrooms**

Provider: _____
(See phone directory yellow pages for vendors.)

_____ **6. Food vendors licensed/inspected by Health Department.**

Please attach a list of vendors contracted.

_____ **7. Permit or License**

Application must be submitted with Special Events Application, if applicable—268-4553. Contact the following for the specific permit/license.

Permit/License

Tents (number and size)
Banners/signs
Vendors/Stand Permits
Carnival
Beer/Liquor
Fireworks
Parade

Issuing Office

Office of Central Inspection (7th Floor)
Office of Central Inspection (7th Floor)
Office of Central Inspection (7th Floor)
License Office (12th Floor)
License Office (12th Floor)
License Office (12th Floor)
License Office (12th Floor)

8. Arrangements for Park Facilities

To be made directly with Park Department 268-4361.

9. Arrangements for use of public parking lots

To be made directly with the Property Management, 268-4436.

10. Certificate of Liability Insurance

Attach with application.

Insurance Company/Provider: _____

Please submit the completed application and requested attachments to indicate the necessary arrangements are completed with applicable City Departments. City Manager Staff will obtain verification of approval from each department.

For Staff Review/Approval

Site Map

APPROVED:

Security Plan

APPROVED by Special Operations Bureau (268-4131)

Food Vendors

APPROVED by Environmental Health (268-8351)

Traffic Flow Plan

APPROVED by Public Works Traffic Engineering (268-4598)

APPROVED by Fire Department (268-4441)

ACKNOWLEDGED by Wichita Transit (265-1450)

Park Facilities

APPROVED by Park Department (268-4361)

Public Parking Lots

APPROVED by Property Management (268-4436)

****The City may refuse any application submitted less than 45 days of the event or without all information requested.***

7/22/03